



RECORDS RETENTION AND DISPOSITION SCHEDULE

Family And Social Services Administration. Disability And Rehabilitative Services, Division of. Vocat

Agency: Family And Social Services Administration		Division: Disability And Rehabilitative Services, Division of	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	85-25	CLIENT CASE RECORDS Case files of clients served by Vocational Rehabilitation Services; includes fiscal/claimant records for closed files, active files and post-employment records. Disclosure of these records may be subject to IC 5-14-3-4. Retention consistent with IC 34-13-1-1.	IMAGE paper records according to IARA imaging standards after case closure and DESTROY hard copies after verification of electronic images for completeness and legibility. DELETE electronic files ten (10) years after the end of the fiscal year of case closure, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.